



**CITY OF TUCSON**  
**Real Estate Program**

**Application for Placement of  
Wireless Telecommunications Equipment  
On City Property or Right-of-Way**

Please type. \_\_\_\_\_

**Company name and address:** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Contact person:**

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Phone** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Type of equipment requested for placement (cabinets, buildings – dimensions of each) on this  
proposed site:** \_\_\_\_\_

☐ **Antenna**      or      ☐ **Tower**      (please mark one)

**Frequency** \_\_\_\_\_ **Effective Radiated Power** \_\_\_\_\_

**Modulation** \_\_\_\_\_ **Height/Dimension at base** \_\_\_\_\_

**Latitude of tower** \_\_\_\_\_

**Longitude of tower** \_\_\_\_\_

**Center height of new antenna element** \_\_\_\_\_

**Approximate square footage required** \_\_\_\_\_ **Size of cabinets** \_\_\_\_\_

**Desired location:**

**Address (if available)** \_\_\_\_\_

**Nearest street intersections** \_\_\_\_\_

**Ward location: (please mark one)**      ☐ **I**      ☐ **II**      ☐ **III**      ☐ **IV**      ☐ **V**      ☐ **VI**

**Description of property (unimproved land, within City park, etc.):**

**Is there an existing telecommunications facility on this location already? (pole, tower)**

☐ **Yes (describe)** \_\_\_\_\_

**If yes, What is the current height and base diameter of the pole in feet?** \_\_\_\_\_

☐ **No**

**Are there any other existing vertical structures on site?**

☐ **Yes (describe)** \_\_\_\_\_

☐ **No**

**Will the proposed site meet the FCC's Office of Engineering and Technology (OET) Bulletin 65,  
Edition 97-01, limits for Maximum Permissible Exposure in controlled and uncontrolled areas?**

☐ **Yes**

☐ **No**

**Who (if anyone) have you already contacted at the site regarding this request?**

**Narrative Overview<sup>1</sup>:** Please provide any information you feel would help us to understand your proposed project, describing exactly what it is you are proposing to construct, the location of equipment and anything else that may help us to understand your proposal: \_\_\_\_\_

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**Required Submittals (in electronic format):**

- 1) Detailed drawings/construction plan set. This is the same submittal that will be required by the Development Services Department.
- 2) A map showing the desired location and exact placement of your proposed telecommunications equipment.
- 3) Photographs of the site showing where the equipment will be placed.
- 4) A simulation of the proposed finished site with all equipment from at least two different views.
- 5) A sealed legal description and drawing of the lease area in 8.5”X11” format.

*Please fill out this application and e-mail it to:*

[dave.koss@tucsonaz.gov](mailto:dave.koss@tucsonaz.gov)

*If you have questions, please call Dave Koss at 837-6716.*

*See the following page for a description of the application process.*

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<sup>1</sup> Applicants should adhere to the following guidelines for greater chance that a proposal will be accepted: Pole attachments -- (1) New pole should not increase pole diameter more than 20%. (2) New pole should not be increased in height more than 10 feet. (3) No external wiring or footpegs. (4) If there is another provider visible on an adjacent pole, the antennae array should be restricted to the same size and design. (5) If light standard is to be replaced, it should be of similar size and design as original. (6) If on a baseball light pole, the antenna should be above the lights. (7) Antennae are limited to 6 feet above the building, or 15 feet if mounted on the roof of a building 40 feet high or taller and no more than 6 feet can be seen from the street. (7) If within public right-of-way, it must be architecturally and/or environmentally compatible with the building and general area. This judgment is made by the Planning Director based on the applicant’s submittal (for permitting), the character and appearance of the surrounding area, and applicable City policy.

Regarding the placement of equipment in Parks, please keep the following in mind: Support buildings and maintenance access are generally problems. If located near ball fields, they catch errant balls in the fence enclosures and invite youth to try to retrieve the balls, resulting in a safety hazard. The enclosures also trap litter inside and become a visual blight in the park. Antennas need to be located at least 5 feet above the highest row of lights; otherwise they become maintenance problems. Driving over park areas for construction and maintenance of antennas have also created problems by breaking irrigation lines and leaving ruts that create hazards for pedestrians and lawnmowers. Parks and Recreation encourages telecommunications providers to provide solutions to these problems such as placing the support equipment in an underground vault and providing paved driveways to the sites. Placing the support facilities in a safe, non-public area is also encouraged. Fencing will be site-specific as required by Parks and Recreation.

In addition to submitting designs to Development Services for the permitting process, the final design must be approved by the affected City department prior to construction. The Department will coordinate a final walk-through and approve the construction, as per the plans.

# **Application Process**

## **Placement of Wireless Telecommunications Equipment**

### **On City Property or Right-of-Way**

1. Wireless Telecommunications Communication companies (Applicants) begin the process by e-mailing their completed application, including plans and photographs to the City's Wireless Review Coordinator at [dave.koss@tucsonaz.gov](mailto:dave.koss@tucsonaz.gov) in the City's Real Estate Division. Applicants can download the application from the Real Estate website at:

<http://dot.tucsonaz.gov/realestate/public.htm>

There are two stages of review for each application:

- Stage 1: *Feasibility Assessment Review* – a brief initial review to be sure there are no obvious red flags before proceeding further.
  - Stage 2: *Final Assessment Review* – a detailed review for final approval prior to execution of the lease agreement.
2. Stage 1: Feasibility Assessment Review  
The Wireless Review Coordinator coordinates a meeting between appropriate City personnel to review the proposed application. An initial site visit may also be scheduled. The team will do a brief review to be sure there are no obvious red flags before proceeding. If the application passes the Feasibility Assessment Review, the process moves forward. If a member of the team has legitimate objections regarding why the application cannot be accepted, such as interference with public safety communications, the Wireless Review Coordinator informs the applicant of the denied status. During Stage 1, the Wireless Review Coordinator is the customer's primary contact for technical discussion.
  3. The Wireless Review Coordinator notifies the applicant when the application has passed the Stage 1 Feasibility Assessment and the applicant is instructed to submit a completed application with detailed site and equipment drawings, photographs of the existing installation area, and drawings or simulations of the proposed facilities (for non-technical reviewers). A sealed survey and legal description (meets and bounds description plus a drawing of the lease area) is also required at this time.
  4. Stage 2: Plan Review The Wireless Review Coordinator forwards the application and detailed plans, photographs drawings and legal description to the Stage 2 Assessment Review Team. At this stage, a thorough review is performed prior to execution of the lease agreement. The Development Services Department and the user Department will comment on items necessary for lease and plan approval. The Development Services zoning submittal can also take place at this time so that the two process (lease approval and zoning approval) can run concurrently. The Development Services website is located here:

<http://www.tucsonaz.gov/dsd/>

The Wireless Review Coordinator also notifies the affected council member and neighborhood association president of the potential wireless installation. The notice shall state that it is limited to whether the new construction creates any concerns regarding the safe use of the right of way or public property. The council member has the opportunity to respond back with comments, suggestions and/or requests for a public meeting in addition to any public meeting that may be required through the normal zoning application process. If a public meeting is requested, the Applicant will work with the council office to prepare notifications and conduct the meeting at a convenient time and location. Local neighborhood residents and neighborhood association members will be invited to the meeting.

When the applicant passes stage two, a lease can be negotiated.

5. The Wireless Review Coordinator drafts a lease and has the City Attorney's Office and User Department(s) review it. The lease will contain a contingency clause stating that the lease is subject to approval by Development Services (Zoning). The applicant is required to obtain all required permits. If the lease area is in the right of way the lease will also be subject to future road improvements. The Wireless Review Coordinator will work with the applicant to determine the commencement date of the lease. A draft will be sent to the applicant for the applicant's review and approval. The final lease is then prepared by City of Tucson staff and signed by the Wireless Review Coordinator, the Real Estate Director and the City Attorney's Office.
6. The Wireless Review Coordinator will then forward the lease documents to the applicant for signatures.
7. As soon as the signed lease is returned to the City it will be scheduled for the appropriate Mayor and Council meeting for their approval. If approved by Mayor and Council, the lease is sent to the City Manager's Office for the City Manager's signature. Original copies of the fully executed lease are then distributed to the appropriate parties.
8. Once the lease has been executed by both the applicant and the City, the plans have been approved, and the first year's lease payment and insurance documents have been received by the Wireless Review Coordinator, the applicant has the legal right to proceed with the installation of the approved telecommunications equipment (subject to a notice to proceed from the Wireless review Coordinator).
9. The applicant (or the applicant's designee) will receive an annual invoice from the City of Tucson Finance Department.

Disclaimer:

*At the initial feasibility review stage, drawings shall be treated as conceptual and not final.*

**If you are seeking to place wireless equipment on City property or private property, you must contact the Urban Planning and Design Department (Michael Wyneken at 520-837-4955) for a *Zoning Compliance Review* application. (LUC 3.5.4.D) (Ord. No. 8899, §1, 7/7/97)**